

# Policy Guide for GMHC Exhibitors

Version 2013



GLOBAL MISSIONS  
HEALTH CONFERENCE

AS AN EXHIBITOR OR THE GMHC, ALL ORGANIZATIONS HAVE AGREED TO THE FOLLOWING POLICY AND AGREE TO SUBMIT TO THE FOLLOWING GUIDELINES SET BY SOUTHEAST CHRISTIAN CHURCH AND THE GLOBAL MISSIONS HEALTH CONFERENCE.



MEDICALMISSIONS.COM

# 1. REGISTERING for GMHC

## **1.1 Registration Dates**

- Open in Spring 2013
- Register at [MedicalMissions.com](http://MedicalMissions.com)
- All organizations must have an organizational profile on [MedicalMissions.com](http://MedicalMissions.com) to register for a booth

## **1.2 General Booth Information**

- All booths are 10' x 10'.
- All booths receive one 30" x 8' table.
- All booths are 10' deep.
- Additional tables are available for an additional cost.

## **1.3 Booth Choices**

- All booths are registered online.
- Exhibitors choose their location(s) from map of exhibit hall.

## **1.4 Cancellation Policy**

- The GMHC offers no refund for cancellation.

## 2. PREPARING for GMHC

### 2.1 Booth Representatives

- Registering a booth for the GMHC only covers the cost of the booth.
- Each exhibiting organization is allowed 2 exhibitor representatives at the discounted rate.
- **Make certain to register your people online** to work your booth **prior** to the conference. (This is a separate registration.)
- All booths must have one or two exhibitor paid workers.

### 2.2 Shipping and Receiving

- Materials shipped **MUST NOT** be received until the week of the GMHC. Southeast is not responsible for items shipped earlier.
- Shipping address: Southeast Christian Church (**main building**), % Missions / GMHC, 920 Blankenbaker Parkway, Louisville, KY 40243.
- REFER TO SECTIONS FOUR & SIX FOR ADDITIONAL INFORMATION.

### 2.3 Booth Selection

- All booths are registered online.
- Booths are selected in priority going first to Partner organizations and then by order of registration.
- The GMHC makes no promises or guarantees to any organization for any booth placement.

### 2.4 Placement

- Booth placement has been selected by each exhibiting organization. Requests to change booth space are not allowed.

### 2.5 Elements Catalog

- Your organization's representation in Elements is built on your current year's registration (your organization's profile as listed on [medicalmissions.com](http://medicalmissions.com)).
- All organizations requesting advertising in Elements must have completed all required items by date noted in Elements Ad Booklet (separate - see website for more details).

### GMHC EXHIBITOR POLICY GUIDEBOOK 2013



GLOBAL MISSIONS  
HEALTH CONFERENCE



# 3. ARRIVING at the GMHC

## **3.1 Time Frame**

- Exhibitors may check in and set up booths between **4p - 9:30 p Wednesday or between 8a - 3p Thursday.**
- The GMHC prefers exhibitors complete their booth set up no later than noon on Thursday.
- NOTE: Exhibitors may NOT begin setting up booth prior to 4p on Wednesday due to necessary time needed to complete both electrical and booth structures.

## **3.2 Location - Check In**

- **Upon entering the building, proceed to Fellowship Hall 1 (located in main building to the far right of the atrium entrance).**
- **Sign in at the Exhibitor Registration Table and Pick up your packet (No onsite registration is available there - all onsite registrations must be processed in the atrium).**
- All booths are located in the Fellowship Halls of Southeast Christian Church on floors one and two.

## **3.3 What You will Need for a Simple Arrival**

- Organization's booth equipment and materials
- Confirmation for organization and for representatives (separate items)
- A moving cart of some type makes the process far easier as carts are limited

# 4. SETTING UP BOOTH at the GMHC

## 4.1 Shipping and Receiving

- If you shipped anything to Southeast prior to the GMHC, those items will be located in the Shipping and Receiving area inside the main building (first floor outside of Fellowship Hall 1 on left - follow signs for directions.)

## 4.2 Delivery Carts

- Southeast has a limited amount of delivery carts. They are in high demand during setup and tear down - please be courteous with others keep your usage of carts as short as possible - return promptly to inside of FF1.
- We also recommend bringing your own cart if you have one... but keep your eyes on it so it doesn't walk off!

## 4.3 Your Booth Space - Physical Space

- Exhibitors may only physically occupy the immediate footprint of their booth space.
- Exhibitors may NOT have any material or apparatus that extend into any of the aisles.
- Exhibitors in end booths are STRICTLY prohibited from having anything extending outside their 10x10 footprint.
- Exhibitors are not to have any display or other items extending beyond a 9' height.
- **END booths may NOT remove side bars on end of booth for structural reasons.**
- Policy is set by fire marshall and strictly enforced.

## 4.4 Finding Your Booth

- You can find your booth via the exhibitor placement map (provided ahead of time) or by locating your booth sign (above your booth provided by GMHC).

## 4.5 Unloading Vehicles (rear building entrance marked by signs)

- You may unload any of your vehicles in the designated area only (shipping and receiving area of main building).
- Exhibitors are NOT allowed to unload under the main entrance of the church - these vehicles will be towed - safety and fire issues pertain.

## 4.6 What's Provided by the GMHC

- Booth pipes and drapes (8' high in back / 3' high sides)
- 2 Chairs per booth
- Table per booth

# 5. OPERATING YOUR BOOTH at the GMHC

## 5.1 Booth Hours

- The Exhibitor booth hours are noted on the main conference schedule.
- **The Exhibitor areas will be CLOSED AND LOCKED during all Plenary Sessions (no exceptions).**
- The Exhibitor Hall will be closed and locked no later than 10p each night.

## 5.2 Electricity - Internet - Phone

- ALL BOOTHS on BOTH FLOORS have electricity.
- Each booth is provided ONE electrical outlet.
- Exhibitors are responsible for your own extension cords, three-prong adapters, tape, pins, velcro, tools, moving carts, etc.
- Limited internet is available in both exhibit halls. Speeds will be slow due to high usage.
- Phones are available in the church atrium.
- Cell phones may have difficulty gaining signal in the buildings.

## 5.3 Booth Usage Policy

- Distribution of literature, samples, and products are limited to your booth space only.
- Exhibitors cannot share or sublet booth space without prior permission from the GMHC. If permission is granted, only the registered organization will be recognized with signage, program book, and website.
- Any audio and/or video equipment sound must be kept at low levels and not interfere with other booths.
- Helium balloons are prohibited.

## 5.4 Physical Space

- Exhibitors may only physically occupy the immediate footprint of their booth space.
- Exhibitors may NOT have any material or apparatus that extends into the aisle.
- Exhibitors in end booths are STRICTLY prohibited from having anything extending outside their 8x8 or 8x10 footprint.
- **Booth displays are NOT to exceed 9' high in the back. Sides must be 3' tall or lower.**
- Policy for floor and vertical spacing is set by fire marshall and is strictly enforced.
- Side pipe may only be removed BY PERMISSION ONLY (contact exhibit coordinator) - end booths MAY NOT REMOVE any pipe or drape.

## 5.5 Hospitality Room

- FH 107 Executive Dining Hall is reserved only for exhibitors as a break room (behind stage on first floor exhibit hall).

# 5. OPERATING YOUR BOOTH at the GMHC

- Drinks and snacks are available in this room for **exhibitors ONLY**.
- Meals are delivered to this room as well **ONLY for exhibitors**. Please note - **general attendees MUST get their meals outside the church sanctuary or there will not be enough food in this room for exhibitors**

## 5.6 Conference Schedule

- Please visit website for current conference schedule.
- Expect light traffic during breakout sessions.
- Expect heavy traffic during meal / exhibitor times.
- You do not have to staff your booth at all times.
- **Exhibit hall is CLOSED and lights will be off during ALL Plenary Sessions.**

## 5.7 Liability

- Neither Southeast Christian Church or the Global Missions Health Conference, decorators, nor any other contracted vendors will be responsible for any loss, damage, or injuries suffered by an exhibitor from any cause whatsoever prior to or during the conference.
- Exhibitors must provide their own liability insurance.

## 5.8 Selling Items

- Products and services must reflect the overall conference goal.
- Materials and sales must be disclosed and approved in advance by Exhibitor Coordinator.
- Any tax liability is the responsibility of the exhibiting organization.

## 5.9 Attendee Lables

- Each attendee is given a Avery label sheet of 30 contact labels with their information to easily provide exhibiting organizations with attendee information. You may want to bring more.

## 5.10 Printing

- **There are NO facilities at Southeast for printing.**
- If you require any printing, there are several Kinkos nearby.

## 5.11 Meals for Exhibitors

- All meals for attendees and exhibitors are provided outside the church sanctuary at given times; exhibitors must go here to pick up their meals.

# 6. TEARING DOWN BOOTH after GMHC

## 6.1 Time Frame

- Tear down for the Exhibit Hall area should not begin until noon on Saturday and must be complete by 1:30p on Saturday.
- Please do not start tearing down during the final Exhibit Hall time period.

## 6.2 Cleaning Space

- Please pick up and throw out any noticeable trash in and around your area.

## 6.3 Survey

- The GMHC values your feedback. Please complete the online survey after the conference.
- Exhibitors may also complete their surveys at the GMHC (survey sheets will be passed out).

## 6.4 Shipping and Receiving

- Bring your own shipping materials with you.
- **SECC does not provide shipping labels.**
- Please bring pre-made shipping labels for any items to be picked up at Southeast.
- UPS - We require completed UPS forms and UPS account number on each package.
- FedEx - you must call for pick up.
- Place all packages on pallet provided in the Fellowship Hall 1 shipping area.
- Shipments will go out Monday following the conference.



# 7. NEXT YEAR PLANNING for GMHC

## **7.1 Registration**

- Registration for next year will be available online in early Spring / check the website for opening date.
- All registrations must be done online.

## **7.2 Editing your MedicalMissions.com Profile**

- Remember to keep your online profile up to date!